

ATTACH SAMPLES OF THE FILE

Form AN-50-73

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [X] []
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15. Is the information contained in this series ever summarized or published? [X] []
Attach copy of summary or publication. Small portion in Dept.'s Annual Report
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [X] []
21. Does the record series contain documentation produced as EDP printout? [X] []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] []

24. REQUIREMENTS. The following requires the files to be kept ^{see} attached years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Statistics are used for comparison purposes

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [X] FISCAL YEAR - [] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/ _____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

See attached.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Monthly, Quarterly and Annual Reports do not give same categories of information.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	3-3-76		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [] Approved [] Disapproved	<i>[Signature]</i>	3-4-76
	State Auditor/Designee [X] Approved [] Disapproved	<i>William M. Ryan</i>	3-17-76
	Secretary of State/Designee [X] Approved [] Disapproved	<i>Carroll Hart</i>	3-15-76
	Attorney General/Designee [X] Approved [] Disapproved	<i>Robert R. Hill</i>	3-19-76

STATE RECORDS COMMITTEE

Accident Reporting Unit

Monthly and Quarterly Statistical Reports -

Cut off file each FY; hold in current files area 4 years; then transfer to Records Center for 6 years; then destroy. NOTE: Disposition will be re-evaluated prior to destruction of any records.

Annual Statistical Reports -

Cut off file each FY; hold in current files area 4 years, then transfer to State Archives for permanent retention.

THIS DECISION IS TO BE RE-EVALUATED PRIOR
TO JANUARY 1, 1979.

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Destroy when no longer needed for reference.

(✓) Concur

() Nonconcur

x Hershel Hyde
Director of Accident Reporting